

## **MEDICAL ASSISTANT NEEDED**

### **Job Details**

- Part time Medical Assistant to work 20-29 hours per week (evenings and weekends)

### **Responsibilities**

- Prepare patients for exams,
- Accurately take vital signs, record information
- Schedule tests and procedures.
- Obtain prior authorizations when needed and
- Make timely call backs.
- Other duties as assigned.

### **Qualifications**

- Medical Assistant experience
  - EMR experience preferred
  - Friendly with have excellent communicate and phone etiquette skills
  - Must be proficient on the computer
  - Work well as a team.
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## **FRONT DESK RECEPTIONIST**

### **Job Details**

- Part time Front Desk Receptionist to work 20-29 hours per week (Wednesday and Friday/Days, Thursday/Evening and some Saturday morning rotations)

### **Responsibilities**

- Answer phones and schedule appointment
- Check patients in and out
- Complete verification of insurance
- Other duties as needed

### **Qualifications**

- Excellent customer service skills
- Detail oriented
- Friendly with have excellent communicate and phone etiquette skills
- Must be proficient on the computer
- Work well as a team
- EMR experience preferred.

**To apply, please ask for an application or visit [www.wasatchpeds.net](http://www.wasatchpeds.net)**